

**SUMMARY OF THE
NELAC BOARD OF DIRECTORS AND CHAIRS MEETING
JULY 13, 2000**

The Board of Directors of the National Environmental Laboratory Accreditation Conference (NELAC) met at 1:30 p.m. on July 13, 2000 in regular session. The meeting was led by Chair Dr. Charles Brokopp of the Utah Department of Health following the agenda distributed previously to Board members (Attachment A). The list of participants is shown in Attachment B, the new list of action items is given in Attachment C, and the cumulative list of action items is given in Attachment D.

APPROVAL OF MINUTES

Dr. Brokopp requested approval of the draft minutes of the June 26th meeting. Following discussion, the draft minutes were approved as submitted. Action items from previous meetings were reviewed and the status discussed.

NOMINATIONS FOR REPLACEMENT BOARD MEMBER (1 YEAR TERM)

Ms. Silky Labie's being elected as chair-elect at NELAC VI, leaves vacant an "at large" Board seat. Following initial discussion of potential replacements, Board members were requested to forward names and qualifications of additional candidates to Dr. Brokopp as soon as possible.

NELAC VII UPDATE

Ms. Colleen Freeze, of the UT Department of Health, reviewed the current status of their planning for the Seventh NELAC Annual Meeting. Meeting site arrangements have been completed with the Little America Hotel in Salt Lake City, UT for May 22-25, 2001. She noted that close collaboration with VA DCLS, co-sponsors of NELAC VI is proving helpful. She also stated that plans for mailing of a "mark your calendar" reminder is planned. To encourage timely registration for the meeting a reservation cutoff date is planned with a registration fee increase for onsite registrations. Plans for additional outings are also being considered for times before and after the meeting.

NELAC VII

Ms. Hankins reported a schedule change for the Sixth NELAC Interim Meeting, planned for the Hotel Riveria in Las Vegas, NV. The new dates are Tuesday, October 31, 2000 through Thursday, November 2; the ELAB meeting is scheduled for the morning of Friday, November 3, 2000. She also reviewed plans for the keynote speaker, noting that Henry Longest has been invited to discuss EPA's goals for implementation of its Performance Based Measurement System (PBMS) approach. She also reported receiving a request that NELAC meetings not have concurrent sessions and consider extending the meeting into the week end.

RECOMMENDATION FROM NELAP AAS

Dr. Jackson reviewed recent discussions by the NELAP accrediting authorities on scheduling the announcement of laboratory accreditations by secondary accrediting authorities. Logistical issues have

been identified, and Board action has been requested. Following discussion of these issues, the consensus of the Board was that:

1. Announcement of laboratory accreditation by primary accrediting authorities should occur during the first week of January 2001, and
2. Announcement of laboratory accreditation by secondary accrediting authorities should follow thereafter.

Dr. Jackson will inform the NELAP accrediting authorities of this decision.

FACILITATE DISCUSSION ON PBMS

It was noted that during its recent meeting with Dr. Noonan and Mr. Longest, the Board had committed to develop a policy and an approach for implementing PBMS. Following discussion, it was agreed that the previous work of the ELAB PBMS workgroup could be extended by expanding its membership to include State and federal participants. The expanded workgroup should be encouraged to study the approaches developed by the three EPA Offices (Drinking Water, Solid Waste, and ORD). Ms. Hankins offered to contact the chair of ELAB with these suggestions to construct a matrix-wide model for PBMS which includes water, soil and air.

NEXT STEPS FOR NON-PROFIT ORGANIZATION

The “next steps” that NELAC and States must take in transitioning to a non-profit organization were discussed. While Board members are aware of several sources of assistance with any such process, it was agreed that the legal constraints of EPA must be clearly understood for the effort to be successful. The assistance of Mr. Robbie Roberts, of ECOS, at NELAC VI was extremely valuable and Dr. Brokopp will draft an appropriate note to him. Ms. Hankins will contact EPA’s Office of General Counsel (OGC) for assistance. It was noted that once an opinion has been received, suitable wording can be drafted by the Program Policy and Structure committee for presentation at NELAC VIi in preparation for voting at NELAC VII.

INTRODUCTION FOR NEW MEMBERS

Dr. Brokopp welcomed new Board members Ms. Ann Marie Allen of Massachusetts and Mr. Joe Slayton of EPA to the Board. Meeting times were discussed and it was agreed that regular meetings by teleconference should be scheduled for 1:30 - 3:30 pm Eastern Time, the second Thursday of the month in the absence of known conflicts. Ms. Hankins offered to schedule calls for the rest of the year and to inform Board members.

ISSUES FOR SMALL LABS

Dr. Brokopp noted that he has been made aware of continued concerns of small laboratories regarding NELAC implementation, and the requirements that are perceived to be involved. Board members discussed issues that they are aware of, as well as possible ways to continue to address the concerns of small laboratories.

LIAISON ASSIGNMENTS

In keeping with its efforts to ensure good bidirectional communications, Board liaisons to each of the NELAC committees were identified:

Committee	Board Liaison
Accreditation Process	Ann Marie Allen
Accrediting Authority	Jackie Sample
Field Activities	Jeanne Hankins
Membership and Outreach	Anne Rhyne
National Database	Chuck Brokopp
On-site Assessment	Joe Slayton
Proficiency Testing	Anne Rhyne
Program Policy & Structure	Jim Pearson
Quality Systems	Silky Labie
Regulatory Coordination	Paul Kimsey
Transition	Chuck Brokopp

These assignments are to assist the committees as needed, and to coordinate activities of the Board and the committees. It was noted that Policy No. 10, posted on the NELAC website (at <http://www.epa.gov/ttnnela1/policy.html>) addresses these roles and responsibilities..

NEW BUSINESS

There being no new business raised, this meeting of the Board adjourned.

NEXT MEETING

The next meeting of this Board is scheduled for August 10, 2000 at 1:30 pm EDT.

**NELAC BOARD OF DIRECTORS
DRAFT AGENDA
JULY 13, 2000
1:30 - 3:30 PM EDT**

1. Approval of Minutes of June 26, 2000, Meetings* - *Chuck Brokopp*
2. Nominations for replacement Board member (1 year term) - *Chuck*
3. NELAC VII Update - *Colleen Freeze*
4. NELAC VII - *Jeanne Hankins*
 - S Date change
 - S Keynote Speaker
5. Recommendation from NELAP AAs - *Ken Jackson*
6. Facilitate discussion on PBMS - *Jeanne*
7. Next steps for non-profit organization - *Chuck*
8. Introduction for new members - *Chuck*
9. Issues for small labs in Utah - *Chuck*
10. Liaison assignments - *Chuck*
 - Committee replacement members
11. New Business

* Attachment

**LIST OF PARTICIPANTS
NELAC BOARD OF DIRECTORS MEETING
JULY 13, 2000**

Name	Affiliation	Address
Brokopp, Charles Chair	UT Department of Health	T: (801) 584 - 8450 F: (801) 584 - 8486 E: cbrokopp@doh.state.ut.us
Allen, Ann Marie	MA Dept. of Env. Prot.	T: (978) 682 - 5237 F: (978) 688 - 0352 E: ann.marie.allen@state.ma.us
Hankins, Jeanne Director	USEPA/ORD	T: (919) 541 - 1120 F: (919) 541 - 4261 E: hankins.jeanne@epa.gov
Jackson, Kenneth (invited)	New York State Dept. of Health	T: (518) 485 - 5570 F: (518) 485 - 5568 E: jackson@wadsworth.org
Kimsey, Paul	CA State, Department of Health Services	T: (510) 540 - 2411 F: (510) 540 - 3075 E: pkimsey@dhs.ca.gov
Labie, Sylvia (absent)	FL Dept. of Environmental Protection	T: (850) 488 - 2796 F: (850) 922 - 4614 E: labie_s@dep.state.fl.us
Pearson, James	VA Div. of Consol. Lab Services	T: (804) 786 - 7905 F: (804) 371 - 7973 E: jpearson@dgs.state.va.us
Rhyne, Anne	TX Nat. Res. Conserv. Comm.	T: (512) 239 - 1291 F: (512) 239 - 6410 E: arhyne@tnrcc.state.tx.us
Sample, Jackie (absent)	US Navy/US Dept of Defense	T: (843) 764 - 7337 F: (843) 764 - 7360 E: SampleJH@navsea.navy.mil
Slayton, Joe	USEPA/Region 3	T: (410) 305-2653 F: (410) 305-3095 E: slayton.joe@epa.gov
Tatsch, Gene Contractor Support	Research Triangle Institute	T: (919) 541 - 6930 F: (828) 628 - 0659 E: cet@rti.org

NEW ACTION ITEMS
NELAC BOARD OF DIRECTORS MEETING
JULY 13, 2000

Item No.	Action	Status
1	Board members to forward names of persons to fill Board vacancy.	
2	Ken Jackson will inform NELAP accrediting authorities of Board's decision to: 1. announce primary accreditations of NELAP-accredited laboratories the first week of 2001, and 2. Announce secondary accreditations thereafter.	
3	Jeanne Hankins will contact Wilson Hershey to assist with expansion of the ELAB PBMS subcommittee.	
4	Chuck Brokopp will draft thank you note to Robbie Roberts of ECOS for his assistance.	
5	Jeanne Hankins will contact EPA's OGC for assistance in defining an organizational structure for NELAC with which EPA can readily interact.	
6	The Program Policy and Structure Committee is tasked with developing specific draft wording of a reorganized NELAC at NELAC VII.	
7	Ms. Hankins will schedule regular Board meetings for the rest of the year, for 1:30 - 3:00 pm of the second Thursday of each month.	

**ACTION ITEMS FROM PREVIOUS MEETINGS
NELAC BOARD OF DIRECTORS MEETING
JULY 13, 2000**

Date of Meeting	Action	Status
04/13/2000	Dr. Jackson, and Dr. Kimsey will provide a short summary of recent Accrediting Authority workgroup teleconferences to Ms. Hankins to be included in the materials for the next board meeting. (Will be an on-going item).	On-going
01/11/1999	Committee Chairs are to prepare "Frequently Asked Questions" for posting on the NELAC Website. They are to submit these to the Membership and Outreach Committee.	On-going
09/23/1999	Dr. Jackson will draft a policy for responding to future offers of NELAC-associated activities at national meetings.	On-going
01/18/2000	Ms. Hankins will seek clarification on USEPA's NELAC staffing plans.	Clarification requested; awaiting response
01/18/2000	Dr. Jackson will update a mailing list and finalize a letter to encourage participation in NELAC committees.	Completed
	Board members will place follow-up calls to recipients as needed.	On-going
01/18/2000	Ms. Finazzo will check on the relevance of a presentation at the 2000 ACS national meeting and report back to the Board	Completed
05/04/2000	The Membership and Outreach committee will draft a policy addressing the logistics of web-submitted issues: routing, response, etc.	On-going
05/04/2000	Barb Burmeister will Email the PT committee's process for responding to nominations to Jeanne Hankins.	On-going
05/08/2000	Dr. Brokopp will explore organizational issues with ECOS.	Ongoing
07/26/2000	Dr. Pearson, for the Board, will remind the Quality Systems committee that only "essential elements" are to appear in the NELAC standard.	Complete
07/26/2000	Dr. Brokopp will continue to lead exploration of viable options, including financial issues.	Ongoing